



Report **04.392**
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File E/6/2/6

Committee **Policy, Finance and Strategy**
Author **Wayne Hastie Council Secretary**

Review of Committee Structure and Terms of Reference

1. Purpose

To seek the Council's agreement to a process for reviewing committee structures and terms of reference.

2. Background

It is standard practice at Greater Wellington for the outgoing Council to review its committee structure and terms of reference and make recommendations for the incoming Council. This process was followed at the last triennial election in 2001. At that time, the incoming Council recommended a further review of the terms of reference by the new committees and these were finalised in April 2002. The terms of reference remain current at this time.

3. Committee structure

The Local Government Act 2002 empowers the Council to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate. The Council may also appoint joint committees with other local authorities. Non elected members can be appointed to a committee or subcommittee.

The Council is required to have a Regional Land Transport Committee and be part of a Civil Defence Emergency Management Group, which is a joint committee. The Council has agreed to be part of the Wellington Regional Strategy Forum, a joint committee of six local authorities in the western Region.

The Executive Management Team (EMT) has reviewed the current committee structure and recommends that it remain. EMT agreed that the current structure works well and provides for effective governance of the Council's activities. An appropriate time for a full review would be when the Council adopts its next Long Term Council Community Plan in 2006.

However, an earlier assessment of the role of the Regional Land Transport Committee and its relationship with the Council produced some recommendations for consideration when the terms of reference for the Committees are reviewed.

4. Review of terms of reference

It is proposed that each Committee Chairperson, jointly with the appropriate divisional manager, review the terms of reference for their Committee, and that the results be compiled and brought back to the Council for consideration.

The review should assess any changes in legislation that affect the role of the committee, and recommend any amendments necessary to the terms of reference.

5. Communication

No external communication is required as a result of this report. Ultimately the findings will be presented to the incoming Council post the October elections.

6. Recommendations

That the Committee recommends to Council:

- (a) *that it **agree** that the current committee structure is appropriate*
- (b) *that it **ask** each Committee Chairperson, jointly with the appropriate divisional manager, to review the Terms of Reference for their Committee*
- (c) *that the outcomes from the review be **compiled** and brought back to the Council for consideration with a view to making recommendations to the incoming Council post the October elections*
- (d) *that it **note** that the outcomes from a review of the relationship between the Regional Land Transport Committee and the Council will be taken into account in the review.*

Report prepared by:

Report approved by:

Wayne Hastie
Council Secretary

Barry Harris
Chief Executive